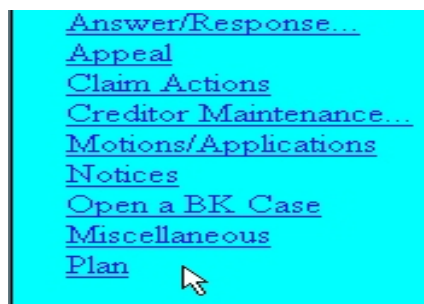


**Filing Amended Schedules.**

**STEP 1** Click the **Bankruptcy** hyperlink on the *CM/ECF Main Menu* then click on **Miscellaneous**.



**STEP 2** The **Case Number** screen displays.

A screenshot of the 'Miscellaneous' screen. It has a title bar 'Miscellaneous' in blue. Below it is a 'Case Number' label and a text input field containing '03-20839'. At the bottom are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

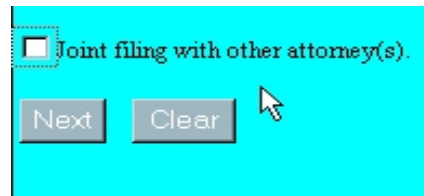
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of document being filed** screen displays.

A screenshot of the 'select type of document being filed' screen. It features a scrollable list box with the following options: '20 Largest Unsecured Creditors', 'Addendum', 'Affidavit', 'Amended Certificate of Service', 'Amended Conversion Schedules', 'Amended Schedules/Statements', 'Amended Voluntary Petition', and 'Certificate of Service'. A mouse cursor is pointing at 'Amended Schedules/Statements'. Below the list box are 'Next' and 'Clear' buttons.

- ◆ Using up and down arrows to the right of the box, scroll the options to highlight **Amended Schedules/Statements**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



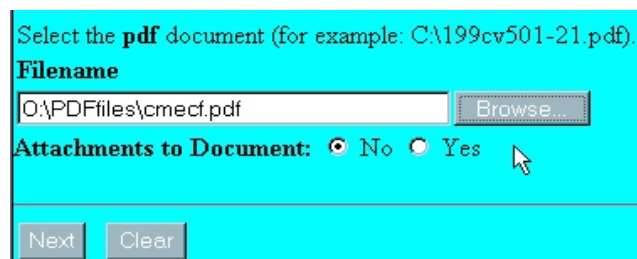
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



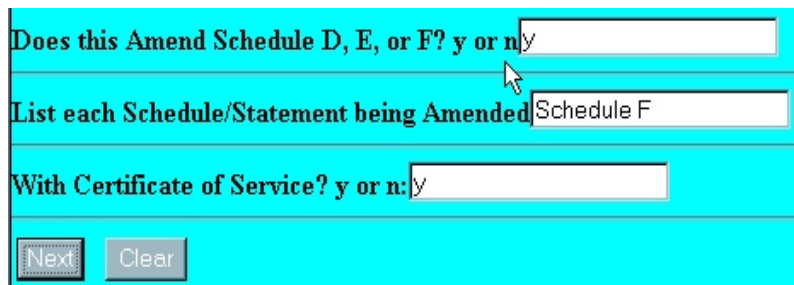
- ◆ Click on the Debtor(s) name, then click on the **Next** button .

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.

**STEP 7** The **Amendment Information** screen displays.



Does this Amend Schedule D, E, or F? y or n: y

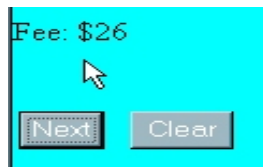
List each Schedule/Statement being Amended: Schedule F

With Certificate of Service? y or n: y

Next Clear

- ◆ Type a lowercase 'y' if you are amending **Schedules D, E or F**; type a lowercase 'n' if you are **not** amending Schedules D, E or F.
- ◆ Type the name of each schedule amended, (e.g., Schedules D, E, F, G, Statement of Affairs, etc.).
- ◆ Type a lowercase 'y' if your document includes a Certificate of Service; type in a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 8** A **Fee Verification** screen displays.

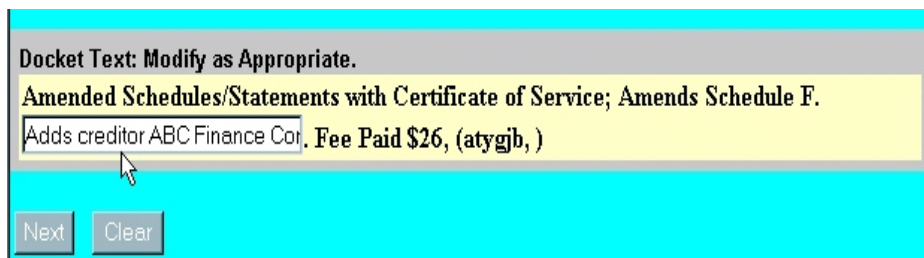


Fee: \$26

Next Clear

- ◆ The amendment fee that will be charged to your Credit Card is displayed.
- ◆ Click **Next** to continue.

**STEP 9** The **Docket Text: Modify as Appropriate** screen displays.



Docket Text: Modify as Appropriate.

Amended Schedules/Statements with Certificate of Service; Amends Schedule F.

Adds creditor ABC Finance Corl. Fee Paid \$26, (atygjb, )

Next Clear

- ◆ Insert additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 10** The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.

**Docket Text: Final Text**

**Amended Schedules/Statements with Certificate of Service; Amends Schedule F. Adds creditor ABC Finance Company. Fee Paid \$26, (atygjb, )**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Brower's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

**STEP 11** A **Summary of Current Charges:** screen displays.

Summary of current charges:		
Date Incurred	Description	Amount
2003-12-08 13:51:24	Complaint(2:03-bk-20780) [cmp,cmp] ( 150.00)	\$ 150.00
2004-01-27 12:05:43	Voluntary Petition (Chapter 7)(2:04-bk-20060) [misc,volp7aty] ( 209.00)	\$ 209.00
2004-01-30 13:47:26	Amended Schedules/Statements(2:03-bk-20839) [misc,amdsch] ( 26.00)	\$ 26.00
		<b>Total: \$ 385.00</b>
<input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/>		

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygjb, entered on 1/30/2004 at 1:47 PM EST and filed on 1/30/2004

**Case Name:** John Erwin Doefield  
**Case Number:** [2:03-bk-20839](#)  
**Document Number:** [13](#)

**Docket Text:**  
Amended Schedules/Statements with Certificate of Service; Amends Schedule F. *Adds creditor ABC Finance Company*. Fee Paid \$26. (atygjb, )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\cmecf.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=1/30/2004] [FileNumber=11212-0]  
[8c6d611ae68137f122456f087ef9378f955510ab44d4423dbdfc76bcedec900ab69e6  
3144a8cd65e1b58cf9223f3076804a63b2ae229aef5494289b85209537]]